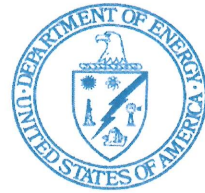




Department of Energy  
National Nuclear Security Administration  
Office of the General Counsel  
P. O. Box 5400  
Albuquerque, NM 87185



**SENT VIA EMAIL:**

[76153-34862254@requests.muckrock.com](mailto:76153-34862254@requests.muckrock.com)

Mr. Martin Pfeiffer  
MuckRock News  
DEPT MR 76153,  
411A Highland Ave.  
Somerville, MA 02144-2516

SEP 30 2019

Dear Mr. Pfeiffer,

This letter is the final response to your Freedom of Information Act (FOIA) request, dated June 26, 2019 for a copy of the following:

“Current internal policy guidance, trainings and materials (including but not limited to videos or web modules), memos, reports, guidelines, recommendations, and other relevant documents currently in force regarding the assignment of fee status categories to FOIA requestors. For example, please provide (but do not limit your response to) the current NNSA documents and guidance that outlines the process and steps through which individual FOIA analysts assign requestors to fee categories. In addition, if available, please provide records indicating how many requests over the last 5 years or available portion thereof were made under each fee status category; how many were denied requested status and why; and how many were appealed and with what result.”

Your request was received in this office on July 1, 2019. The lead FOIA analyst for the National Nuclear Security Administration (NNSA) complex conducted a search and located one (1) responsive document that is being released to you in its entirety:

FOIA Process Flowchart

Other information responsive to your request is publicly available and can be accessed online at the following websites:

1. [www.FOIA.gov](http://www.FOIA.gov)
2. <https://ecfr.io/Title-10/pt10.4.1004>
3. <https://www.energy.gov/management/downloads/doe-chief-foia-officer-reports>
4. <https://www.energy.gov/management/office-management/operational-management/freedom-information-act/documents/annual-reports>
5. <https://www.federalregister.gov/documents/2016/12/27/2016-31337/revision-of-the-department-of-energy-freedom-of-information-act-foia-regulations>.

You may contact me, NNSA's FOIA Public Liaison, Office of the General Counsel, at 1-866-747-5994, or by mail at Department of Energy, National Nuclear Security Administration, Office of the General Counsel, PO Box 5400, Albuquerque, NM 87185 for further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA Mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20704, e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at (202) 741-5770; toll free at 1-877-684-6448; or facsimile at (202) 741-5769.

There are no charges to you for processing your FOIA request. If you have questions regarding the processing of your request, please contact Roberto Marquez by email at [Roberto.Marquez@nnsa.doe.gov](mailto:Roberto.Marquez@nnsa.doe.gov), or write to the address above. Please reference Control Number FOIA 19-00265-R in your correspondence.

Sincerely,

A handwritten signature in black ink, reading "Pamela Arias-Ortega". The signature is fluid and cursive, with the first name "Pamela" being the most prominent.

Pamela Arias-Ortega  
FOIA Officer

Enclosure